



**pennsylvania**  
OFFICE OF OPEN RECORDS

## Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Lower Southampton Twp. (Attn: AORO)

Date of Request: 1/11/19 Submitted via: ☐ Email ☐ U.S. Mail ☐ Fax ☒ In Person

**PERSON MAKING REQUEST:**

Name: Victor Corsino Company (if applicable): \_\_\_\_\_

How do you prefer to be contacted if the agency has questions? ☒ Telephone ☐ Email ☐ U.S. Mail

**RECORDS REQUESTED:** Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

Please see attachment 1 A.

**DO YOU WANT COPIES?** ☐ Yes, electronic copies preferred if available  
☒ Yes, printed copies preferred  
☐ No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? ☐ Yes (may be subject to additional costs) ☐ No  
RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.  
Please notify me if fees associated with this request will be more than ☐ \$100 (or) ☐ \$\_\_\_\_\_.

**ITEMS BELOW THIS LINE FOR AGENCY USE ONLY**

Tracking: [Signature] Date Received: 1-11-19 Response Due (5 bus. days): 1-17-19

30-Day Ext.? ☐ Yes ☐ No (If Yes, Final Due Date: \_\_\_\_\_) Actual Response Date: \_\_\_\_\_

Request was: ☒ Granted ☐ Partially Granted & Denied ☐ Denied Cost to Requester: \$\_\_\_\_\_

☐ Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record.  
More information about the RTKL is available at <https://www.openrecords.pa.gov>

Form updated Nov. 27, 2018



Attachment 1A to Standard Right-to-Know Law Request Form

I want a list of all and any mechanical (Auto or truck) hydraulic or otherwise lifts that have been repaired and or replaced on township property in the last 3 years.

I want the names of all and any of the companies that did the work and or the installations.

I want the names of all of the companies that bid on those jobs listed above or here requested.

I want the results of all and any bids that were submitted and or received for any of these jobs here listed or here in requested.